

Rules for Elementary Computer Use,

<http://elementarytechteachers.ning.com/forum/topics/2067663:Topic:5528>

Arrival

Come in quietly

Sit quietly on the carpet in the order you arrive in

Move to your assigned computer when you are told to do so

Be Nice to Computers

Always have clean hands

No food or drinks in the lab

Don't touch the screens

Be gentle with mice & headphones

Print with permission ONLY

Click PRINT once

Leave your area neat, clean, and organized

Be Nice to Others

Help others with your mouth not mouse

Keep your hands on your computer only

Open only your work

Internet Rules

Stay on approved websites

No email

No chatting

Never give out personal information

Dismissal Procedures

When you hear the bell, Give Me 5!

Save Work/Exit programs

Hang headphones up

Straighten keyboard/mouse

Gather materials/trash

Push in chair and stand behind it until dismissed

Lining Up Procedures

When instructed:

Turn to the left

Walk slowly to the door staying behind whoever is in front of you

Wait for your teacher to arrive or permission from me before exiting

<http://stmcomputers.wikispaces.com/Lab+Rules>

Our Safari Survival Guide:

Safety First!

- Sit up straight with all 4 feet of chair on the floor at all times.
- Come to the computer lab with clean hands. If you have just had recess or lunch, please wash and dry your hands before you come to the lab.
- Hands belong on your mouse or the homerow of the keyboard.
- No food or drink in the lab at any time.
- Do not bring any books, backpacks, etc. into the lab unless directed to do so. There is not room in the lab for personal belongings.
- Come in to the lab quietly and go to your assigned computer unless told otherwise.
- Do not visit any unapproved Internet sites.

Attention Please!

- Lights out means hands off of the keyboard, headphones off, eyes on teacher & wait for instructions.
- Do not talk when your teacher is speaking.
- Listen to your classmates if they are presenting

Friends Help Friends!

- Help your immediate neighbors if you are able to do so.
- Help friends with your mouth and not their mouse!
- Do not get out of your seat to ask for help.
- Do not get out of your seat to help someone else unless directed to do so.

Ask Your Teacher ...

- Only after reading the instructions.
- Only after asking your neighbors.
- For permission to print & only print one copy if you have permission to print!

Respect Your Teacher, Classmates & Equipment!

- **TEACHER**
 - Pay attention and do not talk when your teacher is talking.
 - No eye-rolling or attitude is allowed.

- Read the board & begin assignment if one exists or wait for instructions before you do anything.
- **CLASSMATES**
 - Help your neighbors if they need help - **with your mouth and not their mouse!**
 - Do not make fun of your classmates or their work.
 - Pay attention if a classmate is presenting.
 - Save your work in the correct folder.
- **EQUIPMENT**
 - All 4 feet of chair should be on the floor at all times.
 - Use only your assigned computer.
 - Do not touch other keyboards or mice on the way to your computer.
 - No banging your mouse or banging the keys on your keyboard.
 - Do not move the icons on the desktop.
 - Do not change any system settings without permission.
 - Do not edit files that do not belong to you.
 - No hands on the monitors.
 - Mouse and headphone chords should never been in the mouth.
 - Leave your workspace as you found it:
 - End out of all programs. If you are the last class of the day, shut down the computer.
 - Hang up your headphones.
 - Straighten your keyboard & mouse.
 - Push in your chair.
 - Collect and throw away any trash on your way out.
 - Take your belongings and anything you have printed with you when you leave.

Internet Safety!

- Visit only approved sites and only when you have permission to do so.
- Do not download anything unless told to do so.
- Never give out personal information.
- Do not share your passwords with anyone other than your parents or teacher, if school related.
- If you see anything that makes you feel uncomfortable, turn off your monitor and let your teacher know immediately. Do not show it to your friends or announce it to the class first.
- Anything posted to the Internet for a school assignment should follow all school & classroom rules for language, grammar, etc. All blogs, wikis, discussions, etc. are an extension of your classroom and the same rules and guidelines apply to them as to any other class work!

Rules for Middle School Computer Use
http://svms.rocklin.k12.ca.us/computer_lab_rules.htm

Rules:

- ◆ NO food or drink allowed
- ◆ Work quietly at all times
- ◆ Computers are for school related projects ONLY
- ◆ NO chat rooms or email allowed
- ◆ Internet research must be appropriate (school related)
- ◆ Printing allowed only when permission is given